

IV. APPENDIX: SUPPLEMENTARY MATERIALS



APPENDIX A - PRICE LIST



ANNUAL SALARIES FOR USE IN ASSIGNING COSTS TO STAFF PIR'S

(Does not include fringe benefits. Based on FY2017 Salary Schedule.)

Non-Exempt		Exempt		Social Services		Exempt Technical	
Grade	Salary	Grade	Salary	Grade	Salary	Grade	Salary
01	\$25,249	A	\$41,800	AA	\$39,604	AM	\$47,837
02	\$26,508	B	\$44,344	BB	\$41,806	BM	\$50,557
03	\$27,900	C	\$46,430	CC	\$44,164	CM	\$52,841
04	\$29,473	D	\$49,306	DD	\$46,613	DM	\$55,878
05	\$31,742	E	\$51,614	EE	\$49,174	EM	\$58,320
06	\$34,258	F	\$54,364	FF	\$51,622	FM	\$61,256
07	\$36,279	G	\$58,678	GG	\$55,329	GM	\$65,796
08	\$39,177	H	\$63,198			HM	\$70,575
09	\$42,232	I	\$68,287			IM	\$76,002
10	\$45,130	J	\$74,213			JM	\$82,266
		K	\$79,523			KM	\$87,915
Law Enforcement						Attorneys	
Grade	Title		Salary			Grade	Salary
40	Detention Service Officer		\$40,435			01	\$69,115
66	Sheriff Deputy/Deputy Constable		\$52,723			02	\$76,096
68	Sheriff Senior Sergeant /Constable Senior		\$66,179			03	\$83,700
69	Sheriff Lieutenant/Constable Chief Deputy		\$76,104			04	\$99,257
70	Sheriff Captain		\$87,474			05	\$118,239
						06	\$134,748
						07	\$153,933
						08	\$169,324

Note: Please contact the Office of Budget and Evaluation or consult the HR website for annual salaries of grades that are not listed.

A-2

OFFICE FURNITURE PRICE LIST

Please request a copy of the catalog from the Purchasing Department for additional items or to view items as listed

Updated January 2017

FY2018

Estimate

DESKS & CREDENZAS

Administrative Double Pedestal 3/2 72W x 36" D Desk (HON 10799)	\$782
Credenza w/KneeSpace 72" W x 24" D (HON 10741)	\$674
Administrative Double Pedestal 3/2 66" W x 30" D Desk (HON 10774)	\$754
Administrative Double Pedestal 3/2 60" W x 30" D Desk (HON 10773)	\$717
Administrative Single Pedestal Right B/B/F 66" W x 30"D 29-1/2H (HON 10701R)	\$620
Administrative Flush Ht Return Right F/F 48" W x 24" D 29-1/2H (HON 10711R)	\$415
Metal desk 30" D x 60" W 2/2 Pedestal Desk (HON 38155)	\$601
Metal desk 30" D x 66" W -2R w/lock single Pedestal Desk w/return (HON 38291R)	\$576
Metal desk 24" D x 48" W x 29-1/2 H 2L w/lock Flush Rtn (HON 38216L)	\$378

CHAIRS

Judicial bench chair Ex High Back Mid-Range Knee-1 (HON 6541)	\$659
Executive, high-back chair Swivel Tilt Arms- Pillowsoft (HON2091)	\$257
Administration Mgr/Task Asynchronous w/Arm Seat Glide, (HON 7808)	\$356
Side-arm chair Guest Sled base All-Wood arms (HON 2903)	\$268
Guest Chair Pillow- Soft (Series 2190) 4-Leg Frame (HON 2194)	\$291
Guest stacker 4030 Series Chair Text Seat & Back Set of 4 (HON 4031)	\$230
Ignition Wk Mid-bck Pneu Syn tilt Bck Tilt Ten Seat (HON HIWM8)	\$544
Steel folding chair padded/4 per carton (HFC02)	\$101

BOOKCASES

36" w X 13 1/8" d X 29 1/2" h - 2 shelves (HON 10752)	\$232
36" w X 13 1/8" d X 43 3/8"h - 3 shelves (HON 10753)	\$282
36" w X 13 1/8" d X 57 1/8" h - 4 shelves (HON 10754)	\$319
36" w X 13 1/8" d X 71"h - 5 shelves (HON 10755)	\$380
36"w X 12" d X 84"h - 6 shelves (HON 1897)	\$204

FILE CABINETS

Lateral, locking file, metal, 36" w, with shelves:

2-drawer (HON 752L)	\$433
3-drawer (HON 753L)	\$575
4-drawer (HON 754L)	\$730
5-drawer (HON 755L)	\$950

Lateral, locking file, metal, 36" w, with drawers:

2-drawer (HON 782L)	\$329
3-drawer (HON 783L)	\$466
4-drawer (HON 784L)	\$574
5-drawer (HON 785L)	\$758
Vertical, letter size, locking, metal:	
2-drawer (HON 312P)	\$170
4-drawer (HON 314P)	\$231
5-drawer (HON 315P)	\$339
Vertical, legal size, locking, metal:	
2-drawer (HON 312CP)	\$204
4-drawer (HON 314CP)	\$268
5-drawer (HON 315CP)	\$383
Storage Cabinet, 36" w X 18" d X 72" h (HON SC1872)	\$348
Storage Cabinet, 36" w X 18" d X 42" h (HON SC1842)	\$294

TABLES

Round Conference Tables with Base

36" HTLD36 – Preside 36" round Shaped Laminate Top	\$167
36" HTLR36 – Preside Laminate Cylinder base for 36" Top	\$250
42" HTLD42 – Preside Round Shaped Laminate Top	\$181
42" HTLR42 – Preside Laminate Cylinder base for 42" Top	\$250
48" HTLD48 – Preside 48" Round Shaped Laminate Top	\$200
48" HTLR48 – Preside Laminate Cylinder base for 48" Top	\$276

Conference Room Tables

Preside 72W x 36D Racetrack Shaped Laminate Top (HON HTLA 3672)	\$235
Preside 96W x 48D Racetrack Shaped Laminate Top (HON HTLA 4896)	\$334
Preside Laminate Cylinder Base For 96" W Table Tops (HON HTLR 96)	\$551
Preside 120W x 48D Racetrack Shaped Laminate Top (HON HTLA 48120)	\$414
Preside Laminate Cylinder Base For 120" W Table Tops (HON HTLR 120)	\$647
Preside 144W x 48D Racetrack Shaped Laminate Top (HON HTLA 48144)	\$463
Preside Laminate Cylinder Base for 144W Table Tops (HON HTLR 144)	\$672
Computer Table (HON H66541)	\$320
Mobile PC Stations (varies) - <i>Please call Purchasing for quote</i>	

A-3

STANDARD FURNITURE GUIDELINES

	<u>Desk & Chairs</u>	<u>Files</u>	<u>Bookcase</u>	<u>Table</u>
Elected Officials Department Heads	36" X 72" desk 1 desk chair 1 credenza 2 side chairs	as needed	3-5 shelves	36" X 72" Conference w/6 chairs
Assistant Directors Chief Deputy	36" X 72" desk 1 credenza 2 side chairs	as needed 1 desk chair	3-5 shelves	
Analysts Admin. Assistants Coordinators Masters Referees Asst. Chief Deputy Professional	30" X 60" desk 1 desk chair 1 side chair	as needed	3-5 shelves	
Secretary Court Reporter Chief Clerk	48" X 66" desk 1 secretary chair	as needed		
Clerk Receptionist	48" X 66" desk w/typing return 1 secretary chair	as needed		
Conference Room	120" X 48" table w/10 chairs			

A-4
OFFICE MACHINE PRICE LIST
As of January 2017
(Please see Appendix A-8 for computer equipment prices)

	<u>FY2018</u> <u>Estimate</u>
<u>A. COPIERS</u>	
Low Volume	\$85 - 96
Medium Volume	\$148 - 188
High Volume	\$235 - 262
<u>B. FAX MACHINES</u>	
Low Volume - Brothers MFC8220	\$459
Mid Volume, Muratec - 3535	\$1,484
High Volume, Muratex - 3595	\$2,699
<u>B. COURT REPORTING/DICATION EQUIPMENT</u>	\$600 - 1,500
<u>D. TIME STAMP/CLOCKS WITH NAME PLATES</u>	\$700 - 800
<u>E. SHREDDERS</u>	
Destroyit # 2240CC	\$381
Destroyit # 2260CC	\$437
Destroyit # 2360CC	\$698
Destroyit # 2404CC	\$988
Destroyit # 2503CC	\$1,270

A-5
COMMUNICATION EQUIPMENT PRICE LIST
As of January 2016

	<u>FY2018</u> <u>Estimate</u>
<u>A. MOBILE RADIO</u>	
150 MHz 110 watt	\$1,500
150 MHz 50 watt	\$700
<u>B. PORTABLE RADIO</u>	
150 MHZ with battery, belt carrier and charger	\$900
800 MHZ with battery, belt carrier and charger (Bailiffs, Security, Detentions only)	\$2,500
<u>B. CELLULAR PHONES</u>	
Basic plan – Heavy Usage	\$840/year
Car adapter	\$25

Any plan above basic needs to be submitted for justification and tailoring as there are a variety of plans available.

A-6
VEHICLE PRICE LIST
 As of January 2017

	<u>FY2018</u>
	<u>Estimate</u>
<u>A. AUTOMOBILES</u>	
Sedan, 4-door, mid-size, non-police	\$22,300
Sedan, 4-door, full-size, police package	\$27,750
Sedan, 4-door, full-size, Fugitive, Police package	\$31,750
Sedan, 4-door, full-size, Administrative	\$23,500
<u>B. TRUCKS</u>	
Pickup, 2-wheel drive, ½ ton, (S-10, Ranger or similar)	\$21,150
Full Size Pickup, ½ ton, heavy duty	\$22,500
Full Size Pickup, ¾ ton, heavy duty	\$26,000
Full Size Pickup, ¾ ton, heavy duty – Diesel	\$31,250
Full Size Pickup, 1 ton, heavy duty	\$32,700
Full Size Pickup, 1.5 ton, heavy duty	\$37,500
Full Size Pickup, 1.5 ton, Crew Cab, heavy duty	\$41,350
Full Size Pickup, Crew Cab, ¾ ton, heavy duty	\$33,500
Full Size Pickup, Crew Cab, 1 ton, heavy duty	\$37,350
Suburban, ¾ ton, 2-wheel drive	\$45,200
2-wheel drive, SUV, 2-door (Explorer/Blazer or similar)	\$25,000
2-wheel drive, SUV, 4-door (Explorer/Blazer or similar)	\$33,500
<u>C. VANS</u>	
Non-law enforcement, ¾ ton cargo	\$27,350
Non-law enforcement, 1 ton cargo	\$28,500
Non-law enforcement, 15 passenger	\$30,500
Non-law enforcement, 15 passenger, diesel	\$35,250
Law enforcement, 1 ton, 15 passenger w/460 cu. in. engine, gasoline	\$34,100
Law enforcement, 1 ton, super cargo	\$35,250
Mini-van, 7-Passenger	\$25,200
Mini-van, cargo	\$24,250

A-7
MAINTENANCE PRICE LIST

All typewriters **No annual maintenance. Repairs made on as needed basis.**

All fax machines \$55

Time Clocks

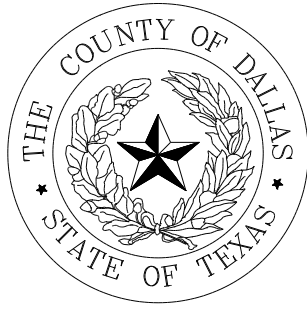
Rapid print - standard	\$69
Cincinnati	\$83
Amano)	\$97

Note: Please contact the Purchasing Department for annual maintenance on items not listed.

A-8
Computer Configurations and Prices
As of January 2016

The following prices are estimates only for planning purposes. All prices are subject to change at any time by the vendors and/or the State of Texas. SCT/IT Services will generate detailed quotes for all computer related hardware and software at the time the requisition is place. Pricing for desktops and laptops includes the added cost of MS Office licenses that need to be purchased separately.

<u>Device</u>	<u>Cost</u>
Standard Desktop Computer	\$700
Laptops with case and monitor	\$1,610
iPads with AppleCare	\$770
Printers:	
Local + Network (B/W Light to Medium use)	\$360
Local + Network (CLR Light to Medium use)	\$640
Network (Heavy Use)	\$1,520



Appendix B

Charting the Path: A Strategic Plan for Dallas County

CHARTING THE PATH

MAJOR ELEMENTS OF DALLAS COUNTY'S STRATEGIC PLAN 2007-2017

The strategic plan for Dallas County establishes five goals —visions— that the County will pursue over the next ten years. These visions and the strategies by which they can be implemented are as follows:

Vision 1: Dallas County is a model interagency partner.

Strategies: Commissioners Court provides leadership and establishes a vision for Dallas County.

Elected officials reach consensus on roles, responsibilities and functions of Dallas County government.

Vision 2: Dallas County is a healthy community.

Strategies: Provide disease prevention, health promotion and human service programs to County residents.

Network with County cities and regional partners to increase operational efficiency.

Support a regional indigent medical and mental healthcare network.

Vision 3: Dallas County is safe, secure and prepared.

Strategies: Synergize public safety programs and services across the County.

Coordinate programs and systems to reduce crime.

Implement a county-wide emergency response plan.

Maximize effectiveness of County's criminal justice resources.

Vision 4: Dallas County proactively addresses critical regional issues.

Strategies: *Implement programs and conduct activities to address Dallas County Air quality*

Implement programs and conduct services to address Dallas County Transportation

Vision 5: Dallas County is the destination of choice for residents and businesses.

Strategies: *Improve/maintain Dallas County as a driver of economic development.*

Partner with cities, local chambers of commerce and economic development organizations to conduct a coordinated economic development plan.

Coordinate/undertake programs and services to improve Dallas County quality of life.

As the County implements these visions and strategies, its role will be, depending upon the vision/strategy, either that of:

- A **Traditional Service Provider** whereby the County ensures the maintenance and delivery of services to its stakeholders;
- A **Leader** whereby the County assumes a pro-active leadership position on key issues which affect the North Central Texas region;
- A **Convener** whereby the County facilitates discussions with cities, community groups, state government and other counties and entities on key issues; and/or
- An **Architect** whereby the County conducts innovative activities which distinguish the County and the region.

A number of activities related to each vision have been identified. The implementation of these activities will serve as an “indicator” that the County is pursuing the visions contained in this plan.

Vision 1 Indicators

- Clearly define and develop consensus on the roles and responsibilities of the Commissioners Court.
- Publish an annual report on the implementation of the strategic plan.
- Prioritize mission-critical, statutory, and mandated programs and services.
- Represent County on state, regional and local committees.
- Adopt a clear, concise and unified mission statement.
- Achieve consensus with stakeholders on the roles and responsibilities of the County.
- Clearly articulate County's role and responsibilities to the public.
- Use operational procedures to manage the Commissioners Court's meetings and external dialogue.
- Assess and stream-line County workforce for efficiency and operation.
- Develop a ten-year forecast that identifies revenue threats and opportunities.
- Adopt customer-friendly rules and policies.
- Provide mission-critical programs and services to public.
- Synchronize and align data collection and storage procedures across County governmental entities.
- Increase e-business capacity across County offices and departments.
- Use innovation and modified procedures to increase accuracy and efficiency in the billing and collection of County fees, fines and taxes.
- Maintain County facilities and information systems.
- Implement incentive-based compensation plan to motivate and reward employee performance and loyalty.

Vision 2 Indicators

- Benchmark County public health indicators against similarly-sized metropolitan areas.
- Map communicable disease morbidity for use in operation of prevention and treatment programs.
- Assess child and adult public health care programs in highly impacted areas.
- Develop consensus among community for clear definition of "public health."
- Assess current and future public health issues/trends which impact disease trends and develop a response plan.
- Promote healthy living and wellness programs across the County.
- Identify opportunities to collaborate or consolidate public health programs with cities, community organizations and governmental entities.
- Establish partnerships with community organizations and governmental entities to identify critical health issues and to develop a region-specific action plan.
- Map community-based health resources with needs and identify gaps in service delivery and utilization.
- Convene community organizations, cities and other partners to develop a regional health plan.
- Work with Parkland Hospital to maximize the use of its facilities and resources.
- Convene local and regional partners to implement key items of the Parkland Blue Ribbon Commission.

Vision 3 Indicators

- Develop common definition of “public safety.”
- Identify a public safety champion for Dallas County.
- Synchronize data collection systems and processes across local governmental entities and departments.
- Develop a coordinated and aligned public safety plan for Dallas County.
- Eliminate “silos” that cause communication and collaboration barriers for public safety.
- Facilitate public engagement and hold a conference of cities to discuss public safety issues and strategies.
- Benchmark Dallas County crime statistics with similarly-sized metropolitan areas.
- Assess capacity of the County jail and regional partners to provide alternative sentencing options.
- Align crime prevention and prosecution goals with County and other governmental entities.
- Leverage impact in the County by implementing best practices.
- Establish a formal community planning effort to address criminal justice issues.
- Identify a central point of contact for Dallas County homeland security issues.
- Join local, regional and state committees that address homeland security.
- Assess ability of first responders to communicate across the County.
- Evaluate allocation of adult and juvenile justice resources around Dallas County.
- Benchmark County jail operations with similarly-sized entities across the nation.
- Convene local criminal justice partners to identify and expand detention and sentencing alternatives.

Vision 4 Indicators

- Develop a “green plan” that assesses County-owned infrastructure and that identifies and addresses emissions sources.
- Participate in local, regional, state and national planning groups that develop and implement policies and program affecting air quality.
- Support flexible work initiatives to decrease day-time emission sources.
- Rank outside of the top 50 most polluted counties in Texas.
- Convene key Dallas County industries to identify challenges and meet air quality standards.
- Rank outside the top 10 Texas counties with air quality-related health risks.
- Work with regional affiliates and counties to leverage the County’s influence.
- Meet the NAAQS ozone attainment standard.
- Achieve a congestion index of 1.5.
- Support regional public transportation projects which ease congestion and increase efficiency.
- Continue to partner with County cities on local transportation projects.
- Participate in local, regional, state and national planning groups that develop and implement policies and programs that affect transportation.
- Leverage County’s resources and influence to ensure appropriate allocation of resources to the region.
- Synchronize road and bridge projects with city partners to ensure optimal operation and selection of projects.
- Support flexible work initiatives which will decrease congestion.

Vision 5 Indicators

- Coordinate and tailor County investment/reinvestment in underdeveloped areas.
- Collaborate with regional partners to provide tax incentives to facilitate economic development and enhancement in targeted areas.
- Assess/promote County resources to help recruit and retain businesses.
- Serve as a convener/architect to develop joint planning and implementation projects which cross jurisdictional boundaries.
- Collaborate with local cities to develop specific plans.
- Continue/increase funding for County trail program.
- Increase County’s emphasis on facilitating/initiating economic development and on improving the area’s quality of life.
- Continue/increase the County’s efforts to improve the attractiveness of its facilities.

EXAMPLE

DESCRIPTION OF DEPARTMENTAL FUNCTIONS TO DALLAS COUNTY STRATEGIC PLAN

Department:	Planning & Development
Primary function of department:	Manages County's economic development, CDBG, HHW, and trail/open space programs.
Strategic plan vision(s) associated with department's primary function:	<i>Dallas County is the destination of choice for residents and businesses.</i>
Roles performed by department in support of strategic plan vision(s):	<p>Serves as TRADITIONAL SERVICE PROVIDER by operating County's CDBG, economic development, HHW, and trail/open space programs.</p> <p>Serves as an ARCHITECT by creating a county-wide trail system.</p> <p>Serves as a LEADER by providing smaller cities with CDBG funding (which allows them to undertake various community development activities that they otherwise would be able to undertake) and economic development technical assistance.</p>
Representative performance measures for department:	<p>Number of miles in County trail system.</p> <p>Increase in assessed valuation generated by economic development incentives.</p>

EXAMPLE

PROPOSED MISSION STATEMENT

Dallas County is committed to:

- (1) Aggressively meeting its responsibilities as a county government;
- (2) Efficiently and effectively addressing the public's health, safety, and well-being within the constitutional, statutory, and moral boundaries placed on Texas counties;
- (3) Delivering to its customers services that are the most convenient and of the highest quality services possible with the least inconvenience to its customers; and
- (4) ~~Ensuring that the~~ Providing a County's workforce that is exceptionally qualified, trained, and equipped to carry out the County's strategic plan.



Appendix C
Human Resource/Civil Service Examples and Form



DALLAS COUNTY
HUMAN RESOURCES/CIVIL SERVICE

Position Description Reclassification Request Form

General Instructions: Please complete this form and attach the current and proposed position descriptions, the current and proposed organization charts and any comparative position descriptions that can be identified.

A. Identification / General Information

Current Position Title:	
Proposed Position Title:	
Current Position Grade:	
Department Name:	
Position Number:	
Supervisor Name:	
Supervisor Phone:	
Supervisor Email:	

B. Brief Description of the Position

Use two or three brief and specific statements to summarize the general purpose of this position.

The purpose of this position is to
This is accomplished by
Other duties include

C. Rationale for Reclassification

Explain what caused the changes in job duties. Be specific as to how those changes occurred and in what timeframe (i.e., last month, two years ago, etc.). Include such things as: changes in organizational structure, changes in department procedures; changes in grant or program scope; new programs/functions; introduction of new equipment/systems; reassignment of job duties/termination of other employees in the work unit, etc.
Provide an explanation on the differences between the old and new job duties/responsibilities. Describe how the job has grown and changed since its creation. Include changes in the level of judgment, independence, problem solving and/or management (i.e., position was previously responsible for \$1,000,000 and is now responsible for \$10,000,000; position was previously responsible for supervising two employees and is now responsible for supervising fifteen employees, etc.). Please clearly outline the specific new job

duties/responsibilities.
Are the new duties/responsibilities additional or have they been allocated from another position(s)? Please specify. If the duties have been reassigned, please provide the name, job title, and an explanation of why the duties are being reassigned. Please explain the impact on the position losing the job duties/responsibilities.
What duties/responsibilities have been removed from the position? What position (if any) is now responsible for them?
Outline the changes in the level of authority of the position (i.e., position now has authority to sign off on expenditures for goods/services). Have any reporting relationships to or from this position been altered?
What specific tasks or activities make the job duties/responsibilities more complex?
Please outline any existing positions that you feel are a comparison to this position. Please provide specific reasons why.
What are the performance expectations? What goal(s) in the strategic plan does the position classification recommendation support?

D. Essential Functions

Description of Essential Function: Describe in detail the primary or most important functions of this position. In addition to each function, list the tasks performed to accomplish each function. Use clear, concise sentences.

Percentage of Time: Estimate the percentage of total working time *per year* that is taken up with each duty. These estimates should be made after all essential functions have been listed. The percentages in this column must equal 100%. Duties that require less than 5% of your time should not be listed.

Essential/Non-Essential (E or NE): Write ONE letter that best describes the demands of the function during a typical 8-hour workday.

EXAMPLE ↓ Function: Maintains exterior of facilities	Time	E or NE
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<i>Tasks performed to accomplish this function:</i>	30%	E
By picking up and removing litter and debris from grounds, sweeping and edging Sidewalks, mowing lawns, trimming shrubs and raking leaves.		
1. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
2. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
3. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
4. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		
5. Function:	Time	E or NE
<i>Tasks performed to accomplish this function:</i>		

E. Visual-Mental Demands

1. Visual-Mental Demands: Select that which best describes the overall visual-mental demands of this position, then select the frequency of time in which you perform under this condition job. (For example: 0 to 1/3 means your job works under these conditions between never and up to 1/3 of the time.)

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires a minimum of mental and visual concentration to detail most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires a moderate amount of mental and visual concentration in the performance of various operations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires regular mental and visual concentration most of the time.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

F. Physical Demands, Equipment Requirements, Working Conditions

1. Strength Demands: Select that which best describes the overall physical demands of this position, then select the frequency of time in which you perform under this condition. (For example: 0-1/3 means your job has these demands between never and up to 1/3 of the time.)

Strength Demands			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires normal sitting and standing and generally the occasional lifting of 25 pounds or less.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires moderate exertion and the occasional lifting of 26-50 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires heavy exertion and the regular lifting of 51-75 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires regular strenuous effort and regular lifting of over 76 pounds.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Machines, Tools, Equipment and Work Aids: List machines, tools and equipment required for this position. (Do not include computer equipment and software – use the next section for this.)

3. Computer Equipment and Software: List specialized computer equipment and software required for this position. (personal computers and standard software such as Word and Excel are assumed. Indicate if no computers or software are used to perform this function)

4. Environmental, Health and Safety Conditions: Select any and all noted conditions, and then select the frequency of time in which you are required to work under these conditions.

<i>Environmental Condition</i>			Frequency of Time			
			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Extreme temperature changes (heat, cold, extreme weather changes)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Respiratory hazards (fumes, gases, chemicals, dust and dirt)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Noise and vibration (sufficient to cause hearing loss)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Physical hazards (high voltage, dangerous machinery)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

<i>Health and Safety Conditions</i>			0-1/3	1/3-2/3	2/3-Over	Seasonally
<input type="radio"/>	1.	Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Mechanical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Chemical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Electrical hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	5.	Fire hazards	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	6.	Communicable diseases	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	7.	Physical danger or abuse (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	8.	Other (specify):	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

5. Primary Work Location: Check the type of location where most of the position's duties are performed.

<input type="radio"/>	1.	Office Environment	<input type="radio"/>	4.	Clinic	<input type="radio"/>	6.	Residential Facility (not secure)
<input type="radio"/>	2.	Shop or Warehouse	<input type="radio"/>	5.	Secured Facility	<input type="radio"/>	7.	Vehicle
<input type="radio"/>	3.	Other (Specify)						

6. Protective Equipment Required: List any protective equipment required for this position.

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G. Position Minimum Requirements

1. Formal Education: Record the minimum education required for this position (do not necessarily use the incumbent's education level, but the MINIMUM required for this position).

<input type="radio"/>	1.	Less than high school education
<input type="radio"/>	2.	High school diploma or equivalent
<input type="radio"/>	3.	One year college
<input type="radio"/>	4.	Two-year Associate's degree in:
<input type="radio"/>	5.	Four-year Bachelor's degree in:
<input type="radio"/>	6.	Graduate or professional work or advanced degree in:

2. Experience: Record the minimum experience required for this position (not necessarily the incumbent's experience).

<input type="radio"/>	1.	No previous experience required
<input type="radio"/>	2.	Six months to one year experience in/as:
<input type="radio"/>	3.	Minimum of one year experience in/as:
<input type="radio"/>	4.	Minimum of two years experience in/as:
<input type="radio"/>	5.	Minimum of three years experience in/as:
<input type="radio"/>	6.	Minimum of four years experience in/as:
<input type="radio"/>	7.	Minimum of five years experience in/as:
<input type="radio"/>	8.	Minimum of six years experience in/as:
<input type="radio"/>	9.	Minimum of seven years experience in/as:
<input type="radio"/>	10.	Minimum of eight years experience in/as:

3. Certification and Other Requirements: List licenses, certifications, statutory requirements, or registrations required for the position (not necessarily the incumbent's current licenses or certifications). Use the exact name of the license, certification or requirement.

1.
2.
3.
4.
5. Valid Drivers License Required? <input type="radio"/> Yes <input type="radio"/> No If Yes, what type?

H. Planning and Management Responsibilities

1. Problem Solving and Analytical Skills: What is the minimum level of problem solving ability and/or analytical skill required for this position? Select one factor that most closely matches this position.

<input type="radio"/>	1.	Work tasks are usually identical, with simple rules and detailed instructions.
<input type="radio"/>	2.	Work tasks are routine, but not identical.
<input type="radio"/>	3.	Work tasks are usually different, with somewhat diversified procedures and precedents.
<input type="radio"/>	4.	Work tasks are varied and diversified, requiring analytical, interpretive, evaluative and/or constructive thinking.
<input type="radio"/>	5.	Work tasks are of a non-recurring nature, where procedures are not clearly defined. Tasks require in-depth analytical, evaluative, developmental and constructive thinking.
<input type="radio"/>	6.	Work tasks are of the broadest sense, requiring strategic planning, analytical, and evaluative, developmental and constructive thinking.

2. Planning: Does this position involve planning work activities or projects? Yes No
If yes, describe the planning or project management activities associated with this position.

3. Budgetary Responsibility: Does this position involve working with the annual budget? Yes No
 If yes, please indicate the types of budgetary activities required.

<input type="radio"/>	1.	Researches and prepares information for use in budget documents for a department. May recommend budget allocations.
<input type="radio"/>	2.	Researches and compiles data for budget monitoring, enters or oversees data entry. May monitor budget expenditures (typically non-discretionary expenditures) for a work unit of less than department size or for a small department.
<input type="radio"/>	3.	Oversees budget preparation of department budget. Reviews and approves expenditures of significant budgeted funds for the department or researches and prepares recommendations for countywide budget expenditures.
<input type="radio"/>	4.	Approves the final departmental budget and presents the budget document or information. Monitors the progress of fiscal objectives and adjusts plans as necessary for completion.

4. Scope of Budgetary Responsibility: Provide the total amount, in dollars, of the operating budget and any contracts or grants. This amount should include project management or organizational budget responsibility.

Total county amount \$	Total grant amount \$
<u>Additional comments:</u>	

5. Management and Supervisory Responsibility: Does this position involve directing the work of others?

Yes No

If yes, please list the classification titles (not working titles) and number of employees supervised.

<u>Classification Title(s)</u>	<u>Number of Employees</u>

6. Management and Supervisory Responsibility: If you answered "Yes" to the management and supervisory question previously, indicate the management and supervisory direction provided by the position. (Choose one)

<input type="radio"/>	1.	Responsibility requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
<input type="radio"/>	2.	Responsibility requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.

<input type="radio"/>	3.	Responsibility requires supervising and monitoring the performance for a regular group of employees or a work unit including providing input on hiring and performance actions, work objectives, program effectiveness and realignment of work as needed.
<input type="radio"/>	4.	Responsibility requires managing and monitoring work performance by directing subordinate supervisors or administrators including authorizing final decisions on hiring and disciplinary actions, evaluating program and work objectives and effectiveness, and realigning work and staffing assignments as necessary.
<input type="radio"/>	5.	Responsibility requires managing and monitoring work performance of senior department managers including evaluating program and work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.

7. **Freedom to Act:** This factor will assist in determining the position's level of freedom to act. Limitations of freedom to act or position independence may include supervisory control, the nature of the work, established policies and procedures, and/or legal constraints. Indicate the extent to which you are free to act in the absence of supervision or management or the direction provided by policies and procedures. (Choose one)

<input type="radio"/>	1.	Follows direct, simple and detailed instructions, with procedures clearly defined, immediate supervision always available and work regularly reviewed.
<input type="radio"/>	2.	Follows routine procedures and guidelines in the application of prescribed duties. Works under close supervision with frequent review of work.
<input type="radio"/>	3.	Follows standard procedures and established guidelines with some latitude in deciding how to achieve end result. Non-standard work is referred to the supervisor for guidance and work is reviewed periodically by supervisor on an "as needed" basis.
<input type="radio"/>	4.	Follows diversified procedures and implements processes to accomplish end results, within guidelines. Immediate supervision is available upon request.
<input type="radio"/>	5.	Plans details of methods to attain desired objectives working within established policy. Requires use of initiative and resourcefulness in developing processes and procedures. Supervision is available for special problems and work is reviewed on problem situations.
<input type="radio"/>	6.	Works independently on broad assignments with specific given objectives. Responsible for planning and performance with little or no guidance or assistance from supervisor during developmental process. Work is reviewed upon completion of objectives.
<input type="radio"/>	7.	Works independently on major assignments with responsibility for all planning of work of assigned objectives. Makes major decisions limited only by broad policy rulings and proceeds along lines of own initiative. Supervision is available for a wide range of problems involving general policy and work is reviewed at the end of major projects.
<input type="radio"/>	8.	Work is related to the broader administrative, executive and policy-making activities and major programs/plans. Work is checked through consultation and agreement with others rather directives by superiors. Supervision is available for unique, broad and diverse problems with overall effect on departmental goals and objectives.
<input type="radio"/>	9.	Work is generally unguided.

I. Human Relations

Interpersonal/Human Relations Skills: This factor measures the amount and level of personal interaction with those outside direct reporting relationships (internal and external customers). The interaction may include those in the general public, volunteers, other county divisions and representatives of boards and commissions, governmental organizations, and officials, vendors and suppliers. Select one factor that most closely matches this position, and specify the frequency of time used in performing this job.

			Frequency of Time		
			0-1/3	1/3-2/3	2/3-Over
<input type="radio"/>	1.	Work requires answering simple inquiries or referring inquiries to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	2.	Work requires handling inquiries and reasonable complaints involving an explanation of standard policies, procedures and non-controversial matters.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	3.	Work requires handling critical inquiries and complaints not of a standard nature; requires tact and diplomacy in presentation to obtain cooperation or approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="radio"/>	4.	Work requires contacts wherein poor handling may result in poor coordination of all efforts; deals with controversial or exception policies or procedures that could result in litigation or damages if improperly handled.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

J. Career Path Definition

Please indicate other county positions that may be related to this position, as part of a career family.

Other classifications in the county to which those that hold my current classification might be promoted.	1.
	2.
My Current Classification	
Other classifications in the county that would prepare applicants for my current classification.	1.
	2.

K. Signature/Approval

To the best of my ability, I have completed this questionnaire, and believe it to be an accurate description of my position or the proposed position.

_____ Employee Signature	_____ Date
_____ Immediate Supervisor Signature Comments:	_____ Date
_____ Department Head/Elected Official Signature Comments:	_____ Date



Appendix D
Budget Analyst Assignments

Ryan Brown, Budget Officer x 6384
ANALYST ASSIGNMENTS

Analyst	Departments	Funds	Special Assignments
Ronica Watkins, Assistant Budget Officer x 6363	Justices of the Peace DRO Truancy Court Tax Office County Judge District Court Admin Health & Human Services Human Resources Jury Services County Treasurer Budget and Evaluation Purchasing Commissioners Court County Auditor	General Fund Grant Fund Section 8 Fund A. D. R. Fund	Truancy Dispute Mediation Svs Miscellaneous Equipment Grant Coordination Indirect / Cost Plan
Alejandro Moreno x 6387	Building Security Cmnty Supervision Planning & Development Data Services Road & Bridge Districts Operations Services Public Works Public Service Program Texas Cooperative	Cmnty Sprv Fund Major Technology Fund Road & Bridge Fund Major Capital Fund Perm. Improvement Fund Debt Service Fund	Revenue Projections Cap Improvement Plan Official Notices Mgt Report Vol I Web Updates Transfers Vehicles
Michele Sanchez x 7363	County Clerk District Clerk District Courts County Courts Court of Appeals Criminal Magistrates Criminal Justice Dept. 1 st Judicial Region Juvenile Department Juvenile Courts Hospital District NorthSTAR Public Defender Employee Health Center	Appellate Court Fund Historical Comm Fund Juv Probation Fund Law Library Fund	Mgt Report Vol. II Sixth Floor Museum Child Protective Services Dallas CASA DDA
Erica Terrazas x 6389	Sheriff Constables Building Security District Attorney Emergency Management Fire Marshal Elections Veterans Services Institute of Forensic Sci.	SCAAP Charter School Grant Fund	City/County Jail SCAAP Claim Mgt Report Vol. III Social Security Info

